

CITY OF BETHLEHEM

FISCAL YEAR 2013

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAM APPLICATION PACKAGE

**All applications must be received by 4:30 P.M., Friday August 17, 2012
Department of Community and Economic Development
10 E. Church Street
Bethlehem, PA 18018**

Any questions?

Please contact Irene Woodward, iwoodward@bethlehem-pa.gov or call (610) 997-7630.

Introduction

This application package includes all the materials needed to either recommend a project or request funding for a project from the City of Bethlehem's FY 2013 Community Development Block Grant and/or FY 2013 HOME Investment Partnership Programs.

The following materials are enclosed:

1. **Review Criteria for FY 2013 Programs:**

Please read these documents to gain an understanding of the program requirements and eligible activities.

2. **Current City Council Resolution, Application Checklist, Request for Proposals, Funding Request, and Program Income Guidelines:**

Non-profit organizations that plan to request funds should review the City Council Resolution No. 2008-205 in order to understand the parameters under which they may request funding.

3. **Standard Rating Criteria**

4. **Project Recommendation Form:**

The Project Recommendation Form should be used to recommend a specific project within the City, i.e. a street to be reconstructed, a park to be improved, etc.

Questions concerning this application package should be directed to Irene Woodward, Housing and Community Development Planner at (610) 997-7630 or iwoodward@bethlehem-pa.gov.

REVIEW CRITERIA FOR 2013 PROGRAM

PROGRAM INTENT –

1. Activities benefiting low- and moderate-income persons.
2. Activities eliminating conditions of blight or deterioration.

PROGRAM ELIGIBILITY –

1. Activities serving local housing needs
2. Activities encouraging local economic development
3. Activities relating to neighborhood revitalization needs
4. Activities providing needed public facilities
5. Citizen sponsored projects, which serve one or more of the aforementioned criteria and which would not proceed except with block grant funding.

LOCAL PRIORITIES –

Any project considered for funding must be: (a) achievable, (b) fiscally sound, and (c) not have an adverse environmental impact.

Higher priority will be given to those requests for which there are prior public commitments as well as for those projects, which leverage other public and private investments. In addition, the following policies will also be applied:

1. The City is committed to providing financing assistance for rehabilitation of housing provided the beneficiaries are principally low and moderate income.
2. The City is willing to undertake economic development activities such as: commercial rehab loan programs, or technical assistance for enabling businesses to start-up or to properly operate, provided the beneficiary group principally serves low and moderate income areas or hires new employees, the majority of which are low and moderate income at the time of their hiring.
3. An item of the City's capital budget program, which could be funded by CDBG, will be given higher consideration than projects not on the City's capital budget.
4. Both non-profit as well as profit-motivated applicants to the program must make or obtain other public or private commitments if they expect CDBG to fund a public facility that has a direct benefit to a private entrepreneur. In addition the administration will be guided by the overall relationship of the activity to the City's community development program objectives.
5. The City will allocate up to 7.5% of its Fiscal Year CDBG allocation for projects proposed by private non-profit organizations. The City will evaluate such projects in accordance with its established funding policy, Council Resolution No. 2008-205, a copy of which is attached in this application package.

RESOLUTION NO. 2008-205

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BETHLEHEM that:

1. CDBG funds may be allocated to private non-profit organizations only to supplement costs associated with expansion, building or other capital efforts ("bricks and mortar" projects) or to purchase equipment necessary for delivering programs that primarily benefit (51% or higher) low and moderate income clientele. Funds will not be allocated for program operating costs.
2. Up to 7.5% of the total Community Development Block Grant may be designated for projects proposed by private non-profit organizations. No more than 50% of the 7.5% of the total CDBG money may be allocated to an individual project in a given year. Any funding appropriation that has been allocated but not utilized by a private non-profit organization may be reprogrammed for use for another private non-profit organization at the time of the next annual CDBG budget review without being included in the 7.5% funding cap for the new entitlement year.

Allocation shall mean the entitlement year in which the money is allocated. An agency which receives a second allocation shall wait three (3) years to reapply. An agency may apply for funding only at the time of the consideration of the Annual CDBG Budget, except where "emergency conditions threatening the public health and safety" can be demonstrated.

CDBG allocations received by a non-profit organization must be used within a period of two (2) years, or be returned to the City. If an organization determines that it will be unable to use the funds within the two (2) year period, the City shall be notified immediately.

3. CDBG funds can be used to finance up to 50% of the total cost of an individual project. In an effort to show true community involvement the required match must come from local or private funds and may not include any federal or state monies. However, the combination of CDBG funds and local private funds may be used as a match to obtain additional outside funding.
4. CDBG funds will be allocated to private non-profit organizations for costs associated with expansion, building or other capital efforts ("bricks and mortar" projects) only for projects undertaken within the corporate boundaries of the City of Bethlehem.
5. CDBG funds will be allocated to private non-profit organizations for the purchase of equipment necessary for delivering programs that primarily benefit (51% or higher) low and moderate income clientele only where at least 90% of the clientele served are residents of the City of Bethlehem.
6. The purchase of services that directly supplement ongoing CDBG funded City of Bethlehem initiatives in the areas of affordable housing and economic development and recreation programs working in conjunction with the Bethlehem Housing Authority shall be exempt from the conditions of this Resolution.

7. Any HUD mandated reduction in CDBG Entitlement funding will be reflected by a corresponding pro-rated reduction for each non-profit funded.

Sponsored by /s/ J. Michael Schweder

/s/ Gordon B. Mowrer

ADOPTED by Council this 5th day of November, 2008.

/s/ Robert J. Donchez
President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf
City Clerk

**CITY OF BETHLEHEM
CONSOLIDATED GRANTS PROGRAM**

JANUARY 1, 2013 - DECEMBER 31, 2013

APPLICATION CHECKLIST

Please submit an original and two copies of your application, which must contain the following information. Check below that your application is complete.

_____	Section I.	Basic Information Form and Proposal summary
_____	Section II.	Project Narrative
_____	Section III.	Agency Information
_____	Section IV.	Plan for Monitoring and Recordkeeping
_____	Section V.	Budget Request Forms
		_____ Program Budget
		_____ Budget Narrative and Timetable
		_____ Listing of Other Resources
		_____ Funding Commitment Letters
		_____ Organization Budget Summary
		_____ Organization Budget and Sources of Revenue
_____	Section VI.	Standard Required Documents
		_____ IRS 501 (C) Determination Letter
		_____ Copy of most recent audit
		_____ List of Board Members
		_____ Agency Budget

Reminder: All applications must be received by 4:30 P.M., Friday August 17, 2012. LATE APPLICATIONS WILL NOT BE CONSIDERED. Please submit **an original and two copies** of the completed application to City of Bethlehem, Department of Community and Economic Development, 10 E. Church Street, Bethlehem, PA 18018.

PLEASE DOUBLE CHECK YOUR SUBMISSION TO ENSURE IT IS COMPLETE AND IT CONTAINS ALL THE ABOVE NOTED INFORMATION.

Note: Reproducing the application forms with various word processing programs is permitted. However, please verify that your agency is using the most current forms, which are those contained in this packet.

**CITY OF BETHLEHEM
CDBG AND HOME PROGRAMS
REQUEST FOR PROPOSALS**

INTRODUCTION

Each year, the City of Bethlehem receives funding from the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (Title I of the Housing and Community Development Act of 1974, as amended), and the HOME Investment Partnerships Program (Title II of the National Affordable Housing Act of 1990, as amended).

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, by providing decent housing and a suitable living environment as well as expanding economic opportunities, principally for persons of low and moderate income. The City utilizes these funds primarily for the revitalization of low- and moderate-income neighborhoods through the rehabilitation of the existing housing stock and physical improvements to public facilities. In addition, the City funds economic development activities, purchases, and law enforcement activities, which complement the usual “bricks and mortar” approach to revitalization. This strategy is to ensure that all of the needs of neighborhood residents are being addressed through improving the quality of life for our citizens.

Finally, included among the objectives of the HOME Investment Partnerships (HOME) Program is the expansion of the supply of decent and affordable housing for low- and very low-income households and the strengthening of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

ELIGIBILITY CRITERIA

Proposed CDBG activities must meet the following criteria:

1. The beneficiaries of the proposed activities must be residents of the City of Bethlehem with annual incomes at or below 80 percent of the area median.
2. The proposed activities must be an eligible use of CDBG funds as defined by federal regulations (24 CFR 570 Subpart C).
3. The proposed activities must be directed towards improving the community’s public services and facilities including but not limited to, those concerned with the housing, employment, crime prevention, child care, health, drug abuse, education, welfare, energy conservation or recreation needs of low- and moderate-income residents of the City.
4. Agencies receiving funds whose services are being purchased for a particular program for the first time, must document that the proposed activity is either a new service or an increase in the level of service above that which was provided during the 12 calendar months preceding the grant period.

Proposed HOME activities must meet the following criteria:

1. The beneficiaries of the proposed activities must be residents of the City of Bethlehem with annual incomes at or below 80 percent of the area median for homeowner programs. For rental programs, the beneficiaries must be residents of the City of Bethlehem with annual incomes at or below 60 percent of the area median.
2. The proposed activities must be an eligible use of HOME funds as defined by federal regulations (24 CFR 92 Subpart E).
3. Proposed activities must be directed towards housing rehabilitation, tenant-based assistance, assistance to homebuyers, acquisition of housing, and new construction of housing. Funding may also be used for other necessary and reasonable activities related to the development of non-luxury housing.
4. At least 15 percent of HOME funds must be set-aside for Community Housing Development Organizations (CHDOs). A CHDO is a not-for-profit, community-based organization that has, or intends to retain, staff with the capacity to develop affordable housing for the community it serves. The organization must be controlled by, and provide service to, low-income communities (i.e. a majority of the households have annual incomes at or below 80 percent of the area median). Only projects in which the CHDO acts as a developer, sponsor and/or owner of housing are eligible set aside activities.

All applications, regardless of funding source, must meet the following criteria:

1. The proposed activities must be carried out in a cost-effective manner.
2. The proposed activities must result in a significant flow of funds from other public or private sources.
3. The proposed activities must have broad-based community support, which may be demonstrated by letters of support.
4. The proposed activities must not duplicate other services in operation or known to be in development.
5. The sponsoring organization must have the experience and expertise to meet the proposed objectives in the defined time period.
6. The sponsoring organization must have the fiscal accountability and the commitment of other resources necessary to accomplish the proposed objectives.
7. The sponsoring organization must have established the necessary linkage with other organizations to meet the proposed objectives.
8. The conditions set forth in City Council Resolution No. 2008-205 must be met by any charitable organization applying for CDBG funding.

**CITY OF BETHLEHEM
CDBG AND HOME PROGRAMS
APPLICATION FOR FUNDING**

PROPOSAL FORMAT

Organizations requesting funds under the City of Bethlehem's CDBG and HOME Programs must address the following items using no more than the maximum number of pages indicated; please be brief and concise. The proposal should be formatted using the following outline. Please remember you must submit **an original and two copies** of the **entire** application as listed below.

- I. Basic Information Form and Proposal Summary (one page each) – Please complete the attached forms. Keep in mind that complete applications are reviewed by the City staff most involved in the application process. The remaining staff involved in the process as well as elected officials see only the proposal summary. Therefore, we recommend you summarize your proposal in the most complete and succinct manner possible.
- II. Project Narrative (five pages maximum)
 - A. Need/Problem to be Addressed – Demonstrate the need for the program. Support this description with facts and statistics, indicating their sources. Identify the problems the program will address.
 - B. Population/Area Served – discuss the population and the area to be served.
 - C. Statement of Outcome-Based Objectives – Briefly state the purpose of the program. Outline the specific outcome-based objectives that you hope to accomplish during the grant year. These objectives must be quantifiable whenever possible. These objectives form the basis of your contract and performance will be measured against these objectives.
 - D. Project Timeline – Briefly state the schedule for completion of the project.
- III. Agency Information (two pages maximum)
 - A. Background – Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served and license to operate (if appropriate).
 - B. Key Personnel – Briefly describe the agency's existing staff positions and qualifications, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

- C. Any additional information.
- IV. Plan for Monitoring or Recordkeeping (two pages) – Briefly state what steps will be taken to monitor and evaluate the objectives noted in Section I. In particular, the City is interested in the long-term impact of the program and how the sponsoring organization will measure the impact. The City’s requirements for recordkeeping by a subrecipient vary with each program due to the diverse nature of the activities.
- V. Budget Request Forms
 - A. Complete the Attached Program Budget Form. For each line item, round to the nearest whole dollar.
 - B. Include a Budget Narrative that specifically explains each line item.
 - C. Include a listing of Other Resources for the program, by source and amount. Please indicate whether each funding source is committed or pending. Include letters of commitment for funding sources that are committed.
 - D. Complete the attached Organizational Budget Summary.
 - E. Include a copy of the organization’s budget and sources of revenue for fiscal year 2012.
- VI. Standard Required Documents and Forms
 - A. IRS 501(C) determination letter
 - B. Copy of most recent audit or financial statements
 - C. List of Board Members

**CITY OF BETHLEHEM
JANUARY 1, 2013– DECEMBER 31, 2013
CDBG AND HOME PROGRAMS
FUNDING REQUEST**

SECTION A – BASIC INFORMATION FORM

APPLICANT: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FAX NUMBER: _____

FED ID NO.: _____

PROGRAM/PROJECT TITLE: _____

PRIMARY PROGRAM/PROJECT LOCATION: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PRIMARY CONTACT PERSON: _____

PHONE NUMBER: _____ **EMAIL:** _____

PROGRAM/PROJECT SUMMARY (USE THIS SPACE ONLY)

AMOUNT OF FUNDS REQUESTED: \$ _____

AMOUNT OF OTHER FUNDS AVAILABLE: \$ _____

TOTAL PROGRAM/PROJECT BUDGET: \$ _____

AUTHORIZED SIGNATURE: _____

NAME AND TITLE: _____

DATE: _____

PROPOSAL SUMMARY
(Please limit summary to this page only)

NAME OF PROGRAM:

SUMMARY OF PROGRAM:

AMOUNT OF CDBG FUNDS REQUESTED: _____

AMOUNT OF OTHER FUNDS AVAILABLE: _____

TOTAL PROGRAM/PROJECTED BUDGET: _____

SECTION V A

PROGRAM BUDGET (whole dollars only)

	(A) Program Total (A)=(B)+(C)	(B) Funds Requested	(C) Other Resources
PERSONNEL			
Salaries – list by position*			
Payroll Taxes			
Social Security			
Unemployment Insurance			
Benefits			
Health			
Pension			
Sub-Total	\$	\$	\$
OPERATIONS			
Rent/Mortgage			
Utilities			
Telephone			
Insurance			
Office Supplies			
Program Supplies			
Maintenance Supplies			
Postage			
Professional Service Fees			
Training & Development			
Sub-Total	\$	\$	\$
EQUIPMENT PURCHASE/RENTAL			
Sub-Total	\$	\$	\$
Total	\$	\$	\$ **

* For each position, please list the number of hours and pay rate that will be paid by the City of Bethlehem

** On a separate page, list other resources by source and amount.

ORGANIZATION BUDGET SUMMARY

	2010*	2011*	2012*
1. Total Expenses			
2. Total Income			
3. Surplus/Deficit			

*Organization's Fiscal Year: _____ to _____
(month) (month)

Explain any major differences between income and expenses.

ATTACHMENT I

MINIMUM STANDARDS FOR MONITORING AND RECORDKEEPING

1. All programs must be designed to meet the needs of low and moderate income residents of the City. All subgrantees are required to document basic information on the clientele served, including income documentation. In general, income verification may consist of certifications signed by the client, copies of income tax returns, medial assistance cards or pay stubs. The specific requirements will vary depending upon the source of federal funds and the type of activity. All income documentation must be maintained by the agency in confidence.
2. The subgrantee is required to submit quarterly progress reports prior to the distribution of any funds.
3. The subgrantee is required to provide an **annual progress report** containing information as required by City staff.
4. The subgrantee is required to allow periodic site visits by City staff to review project progress, effectiveness and contract compliance.

CITY OF BETHLEHEM – CDBG AND HOME PROGRAMS STANDARD RATING CRITERIA

Organization Name		Project	
Location of Project		\$ Requested	
Rating Factors and Bonus Points:			POINTS
1. Need/Extent of the Problem (15 points)			
1. The extent of the need for the project. Has applicant demonstrated the need in a satisfactory manner? (5 points)			
2. The applicant has documented consistency with Consolidated Plan Strategies. (5 points)			
3. The applicant has described the population to be served in a satisfactory manner. (5 points)			
2. Soundness of Approach/Outcomes (20 points)			
1. The applicant has submitted clearly defined outcome-based objectives. (10 points)			
2. The outcomes are quantifiable. (6 points)			
3. The outcomes are measurable. (4 points)			
3. Capacity of the applicant and Relevant Organizational Staff (15 points)			
1. The scope, extent and quality of the applicant's experience in providing the services of the proposed program/project. (5 points)			
2. The extent to which the applicant's staff is qualified to provide the services proposed. (5 points)			
3. The applicant has a personnel manual with an affirmative action plan and grievance procedure. (2 points)			
4. The audit clearly demonstrates the applicant's fiscal capability. (Ability to manage funds) (3 points)			
4. Monitoring and Record Keeping (10 points)			
1. The applicant has a clearly defined plan for monitoring and record Keeping. (5 points)			
2. The applicant has demonstrated adequate capacity for necessary record Keeping including documented measurable outcomes. (5 points)			
5. Leveraging Resources (20 points)			
1. The extent of the applicant's activities in the community, including previous experience in serving the area where the program/project is located, the applicant's demonstrated ability to enlist volunteers and evidence of community support of the program/project. (10 points)			
2. The extent of the applicant's ability to raise additional funds for the program/project. (10 points)			
6. Comprehensiveness and Coordination (20 points)			
1. The extent to which the applicant coordinated its application with other organizations to complement and/or support the proposed program/project. (10 points)			
2. The extent to which the applicant addresses a need not being met by another agency/program. Is the program duplicative? (10 points)			
Total Base Points			(100)
Bonus Points – Program / Project Impacts a Neighborhood Targeted for Rehabilitation			(10)
Deduction Points – Lateness			(-10)
Bonus Points – Program/Project Will Result in Returned Funds / Program Income			(5)
Bonus Points – Program/Project Results in Self-Sufficiency for Participants			(10)
Total Points			

Project Recommendation Form

CITY OF BETHLEHEM Community Development Program

1. Please describe problem/situation which needs correction including the length of time the problem has existed.

2. Based on your knowledge of the situation, what solution do you recommend?

3. Has any City agency or department been apprised of the need for improvement noted in (1) above? If so, please provide details on which department was contacted and when.

4. Please provide the following:

Name:

Address:

Phone:

Thank you for your interest in the CDBG Program.